

**Children & Families Commission of
Fresno County**

**CHILD CARE PROVIDER
MINI-GRANT PROGRAM
APPLICATION PACKET**



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TIMELINE

First Round

| Activities | Responsible Party | Date |
|--|-------------------|-----------------------|
| 1. Release of Application Packet | Commission Staff | February 4, 2002 |
| 2. Mandatory Application Workshops | Commission Staff | See Attached Schedule |
| 3. Mandatory ECERS/FDCERS Workshops | Workshop Trainer | See Attached Schedule |
| 4. Application Due | Applicant | June 21, 2002 |
| 5. Application Review | Commission Staff | July 2002 |
| 6. Applications Submitted to the Commission for Approval | Commission | August 2002 |

Second Round

| Activities | Responsible Party | Date |
|--|-------------------|--|
| 1. Release of Application Packet | Commission Staff | February 4, 2002 |
| 2. Mandatory Application Workshops | Commission Staff | Schedule will be available beginning June 10, 2002 |
| 3. Mandatory ECERS/FDCERS Workshops | Workshop Trainer | Schedule will be available beginning June 10, 2002 |
| 4. Application Due | Applicant | December 13, 2002 |
| 5. Application Review | Commission Staff | January 2003 |
| 6. Applications Submitted to the Commission for Approval | Commission | February 2003 |

Child Care Mini-Grant Program Training Schedule

FAMILY DAY CARE RATING SCALE (FDCRS) TRAININGS*:

March 19, 2002 (Tuesday) - 7:00 - 9:00 p.m.
April 13, 2002 (Saturday) - 9:00 - 11:00 a.m.
April 16, 2002 (Tuesday) - 7:00 - 9:00 p.m.
May 11, 2002 (Saturday) - 9:00 - 11:00 a.m.
May 21, 2002 (Tuesday) - 7:00 - 9:00 p.m.
June 8, 2002 (Saturday) - 9:00 - 11:00 a.m.
June 18, 2002 (Tuesday) - 7:00 - 9:00 p.m.

EARLY CHILDHOOD ENVIRONMENT RATING SCALE (ECERS) TRAININGS:

The ECERS trainings will be held on an "as needed" basis. If you are a child care center, please call Elaine Cantu at 241-6515 to schedule a workshop.

CHILD CARE MINI-GRANT APPLICATION WORKSHOPS:

March 16, 2002 (Saturday) - 10:00 - 11:00 a.m.
April 9, 2002 (Tuesday) - 7:00 - 8:00 p.m.
May 18, 2002 (Saturday) - 10:00 - 11:00 a.m.
June 11, 2002 (Tuesday) - 7:00 - 8:00 p.m.

All of the above listed workshops will take place at the Commission office located at **550 E. Shaw, Suite 215** (University of California building, across the street from Fashion Fair Mall).

If you live in a rural area and would like to have a workshop conducted in your area, please call Elaine Cantu at 241-6515 to make arrangements.

*** You MUST call the Commission Office and sign-up to attend both the FDCRS/ECERS and the Application Workshops. Workshops are limited to 20 people per workshop.**

Note: The training schedule for those applicants applying for the December deadline will be available in June 2002.

I. INTRODUCTION AND OVERVIEW

A. Background

On November 12, 1998, California voters passed Proposition 10, the "California Children and Families First Act of 1998." The Act provided for a 50 cent per pack tax on cigarettes. The monies collected are to be used to fund anti-smoking and early childhood education programs, including parent education, health and childcare programs that promote early childhood development from prenatal through age five. County Commissions are established by each County's governing board. Commissions are then responsible for adopting a strategic plan prior to the allocation of any funding. The Strategic Plan, *Putting Children First*, was based on the law and was originally adopted by the Fresno County Children and Families Commission on June 21, 2000 and was revised in October of 2001.

The Strategic Plan provides the backdrop for all funding decisions that will be made by the Commission. It identifies the four goal areas for the Commission, as well as key strategies, values, and guiding principles that the Commission has identified as necessary to successfully achieve these goals.

The following summarizes the Commission's Vision, Mission and Goals as adopted in the Strategic Plan. It is strongly recommended that all applicants read the Strategic Plan thoroughly prior to submitting an application (all page numbers refer to the Strategic Plan).

| | |
|-------------------------|---|
| VISION (page 2) | All children in Fresno County thrive in a nurturing and stable environment that is supportive of families and have the resources and health necessary for learning, to be prepared for school entry, and to become positive, contributing members of society. |
| MISSION (page 2) | The Children and Families Commission of Fresno County will establish integrated quality resources in which ALL families can easily access useful early childhood and family support services. |
| GOALS (page 5) | <ol style="list-style-type: none">I. Family Functioning: Strong familiesII. Child Development: Child learning and ready for schoolIII. Child Health: Children are healthyIV. Service Integration: Integrated, accessible and culturally appropriate services |

B. Purpose of CCP Mini-Grant Program

The Children and Families Commission of Fresno County is pleased to announce the availability of funding for its Child Care Provider Mini-Grant Program. The purpose of the CCP Mini-Grant Program is to support child care providers in providing quality care to children ages 0-5 in Fresno County. The CCP Mini-Grant Program is designed to help implement the goals and objectives detailed in the Commission's Strategic Plan.

The CCP Mini-Grant Program will provide small, one-time grants of up to \$5,000, depending upon the number of children served and the scope of the proposed project. The program will be funded out of a total pool of \$250,000.

All funds allocated under the CCP Mini-Grant Program must be targeted toward Fresno County children ages 0 – 5 and their families and be in accordance with the Strategic Plan.

Funding is not intended for on-going programs and activities, but for one-time only support. Child care providers may apply for as many mini-grants as they wish; however, no single provider may receive more than \$5,000 in total funding from the CCP Mini-Grant Program in any one fiscal year.

II. GENERAL INFORMATION

A. Funding Eligibility Criteria

The Commission will only fund programs and services proposed by licensed child care providers. This includes both family child care providers and center based providers.

In our effort to ensure quality improvement in child care, interested child care providers **MUST** attend a two hour workshop on the Early Childhood Environment Rating Scale (ECERS) (for classrooms) or the Family Day Care Rating Scale (FDCRS) for family child care homes in order to be eligible to apply for a mini-grant. The ECERS/FDCRS is recognized nationally as an instrument for measuring quality of early care and education programs. These program quality assessment tools can be used both by outside evaluators and for self-assessment. In California, the Child Development Division of the State Department of Education is adopting this assessment tool. Additionally, it is utilized in selecting California Early Childhood Mentors (highly qualified teachers and family child caregivers) whose classrooms/homes serve as training sites for students in child development. The purpose of the training in ECERS and FDCRS is to familiarize providers with the tool (and, thus, with indicators of program quality) and how to use the tool for assessing their own program/homes. This process will be useful in identifying areas for program improvement. This identification will support the request for mini-grant funds towards program quality improvement.

The workshops will be held bi-monthly and will be conducted in both urban and rural areas. A copy of the dates, times and locations of the workshops is attached to this application packet.

NOTE: If you live in a rural area and would like a workshop held in your area, please contact Elaine Cantu at the Commission office to schedule a workshop in your area.

After attending the workshop, providers must utilize the information provided and conduct a self-assessment of their child care program. Providers **MUST** submit this assessment with their CCP Mini-Grant Application in order for the application to be considered.

Interested providers **MUST** also attend a mandatory Application Workshop. The purpose of the Application Workshop is to answer questions and clarify any ambiguities about the CCP Mini-Grant Program Application. Providers are encouraged to read through the application prior to attending the Application Workshop. In addition to the Application Workshop, questions can be submitted via email to ecantu@cfcfresno.org via fax, attention Elaine Cantu, to (559) 241-6510, or via mail.

NOTE: Due to limited space, you MUST call and RSVP for attendance at both the ECERS/FDCRS workshop and the Application Workshop.

B. Funding Amounts and Categories

Funding amounts are as follows:

| | |
|--|-----------------|
| Providers serving up to 6 children ages 0-5: | Maximum \$2,000 |
| Providers serving 7 to 12 children ages 0-5: | Maximum \$3,500 |
| Providers serving at least 13 children ages 0-5: | Maximum \$5,000 |

If a provider serves children with disabilities and is requesting equipment for those children, additional funds up to \$1,000 may be awarded (this is due to the high cost of equipment for children with special needs.) However, the total funding award will not exceed \$5,000. In order to receive the additional funds, a provider must show how the equipment will benefit a particular child in their care.

Providers may apply for grants under 6 separate categories:

1. Initial start-up (providers must already have their license)
2. Increase capacity (those wanting to increase from a small day care to a large day care)
3. Upgrade or expand outdoor equipment
4. Upgrade or enhance indoor equipment and/or curriculum
5. Minor repairs and/or replacements
6. Training/Education related to early childhood development

A provider may apply under more than one category; however, the total grant request may not exceed the total allowable amount.

C. Contact Information

All questions concerning the CCP Mini-Grant Program are to be directed to the official contact person:

Elaine Cantu, Program Inclusion Specialist
Children and Families Commission of Fresno County
550 E. Shaw, Suite 215
Fresno, CA 93710

D. Application Submission Instructions

1. Use the attached CCP Mini-Grant Application form as the cover sheet of your application.
2. Applications can be mailed or hand delivered; but regardless of the postmark date, **MUST** be received by the Commission before **4:00 p.m.** on the date the application is due (either June 21, 2002 or December 13, 2002.) Applications, regardless of postmark or circumstance, received after the application submission deadline, will not be considered. Emailed or faxed proposals will not be accepted.
3. A complete application consists of:
 - Application Cover Sheet (Attachment I)
 - Project Narrative - Not to exceed 3 pages (Attachment II)
 - Project Budget (Attachment III)
 - Disclosure Statement (Attachment IV)
 - Certificate of Attendance at the Mandatory Application Workshop
 - Certificate of Attendance at the ECERS/FDCERS Workshop
 - ECERS/FDCERS Self-Assessment
 - Copy of current Child Care License
4. Submit an original and nine copies of the application to:

Children & Families Commission of Fresno County
550 E. Shaw, Suite 215
Fresno, CA 93710

E. Award of Contract

The Commission staff will review applications for completeness and will forward all complete applications to a review panel. The review panel will review the applications and will consult with the Commission staff to determine funding recommendations. All funding recommendations will be presented to the Commission for final selection at a regular Commission meeting.

Applications will be reviewed based on the following:

- Need for project/project description
- Relevance to Commission's objectives
- Impact of project
- Cost effectiveness of project

Priority will be given to:

- Providers caring for children in the rural areas
- First-time applicants

- Providers serving children 0-18 months of age
- Providers serving culturally and linguistically diverse children
- Providers serving children with special needs

Applications may be recommended for full or partial funding. Applicants will be notified within 5 days after the Commission makes a decision. All funded applicants will be required to participate in the Commission's evaluation program.

F. Rejection of Applications

The Commission reserves the right to reject any and all applications and to waive informalities or irregularities.

G. Appeals Process

The Commission is the sole and final authority regarding the approval or disapproval of applications and the conditions under which they are funded. The Commission **will not** hear appeals for the CCP Mini-Grant Program.

CHILDREN AND FAMILIES COMMISSION OF FRESNO COUNTY
CHILD CARE PROVIDER MINI-GRANT PROGRAM

Application Cover Sheet

Amount Requested: _____

Child Care Provider Information

Name of Provider: _____

Contact Person: _____ Title: _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail: _____

Short Project Description:

Number of Children ages 0-5 benefiting from project: _____

Please attach the following items:

1. Project Narrative - Not to exceed three pages (Attachment II)
2. Project Budget using the attached budget form (Attachment III).
3. A signed copy of the Disclosure Statement (Attachment IV).
4. Certificate of Attendance at the Mandatory Application Workshop
5. Certificate of Attendance at the ECERS/FDCERS Workshop
6. ECERS/FDCERS Self-Assessment
7. Copy of current Child Care license

Signature of Applicant

Date

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Project Narrative

Please answer all of the questions as clear and concise as possible. The narrative should **not** exceed **three (3) pages**.

1. Provide a BRIEF description of your child care setting (where are you located, how long have you been providing child care, how many children do you care for, etc.).
2. If your application is successful, what would funds received under this mini-grant be used for?
3. Identify the goal(s) from the Commission's Strategic Plan that this application is targeting.
4. Describe your target population(s) (age, geographic area, ethnicity, language, etc.). Be sure to include the number of individuals to be served by this project.
5. What is the overall goal(s) of this mini-grant? What changes do you expect to see as a result of this project?

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Project Budget

Please use this form to categorize and itemize your project’s budget. Use only the budget categories needed for your project. Be sure to include a justification for each line item.

| Category | Justification | Total |
|--|---------------|-------|
| Project Supplies (please itemize) 1. 2. 3. 4. | | |
| Consumable Materials (i.e. workbooks, etc.) 1. 2. 3. 4. | | |
| Trainings/Conferences 1. 2. 3. 4. | | |
| Capital Purchase (i.e. playground equipment, etc.) 1. 2. 3. 4. | | |
| Other (please specify) 1. 2. 3. 4. | | |
| Total | | |

CHILDREN AND FAMILIES COMMISSION OF FRESNO COUNTY
CHILD CARE PROVIDER MINI-GRANT PROGRAM

Disclosure Statement

I, _____, of _____, hereby state that
 Name Name of Agency
 the funds being requested in this proposal do not supplant any existing revenue sources
 and that the answers given below are true and correct.

 Signature Date

 Title

In addition, please check yes or no on the following questions. If a yes answer is checked, please explain fully the circumstances and include discussion of the potential impact on the program if funded. As part of the application selection process, the Commission, at its own discretion, may implement procedures to validate the responses made below. The Commission reserves the right to reject all or part of the application if false or incorrect information is submitted by the applicant.

A "yes" answer WILL NOT automatically exclude your application from the review process.

| | YES | NO |
|--|-----|----|
| 1. Have you or anyone working in your child care center been involved in litigation related to the administration and operation of a program that may have a potential impact on the proposed program if funded? | | |
| 2. Have you or anyone working in your child care center been convicted of a felony or misdemeanor? | | |
| 3. Have there been unfavorable rulings by a funding source against your child care center for improper management or contract compliance deficiencies? | | |
| 4. Have you or anyone working in your child care center ever had granted funds withheld? | | |